



**CITY OF KIRKLAND BUILDING PERMIT APPLICATION** Permit # \_\_\_\_\_  
**NEW SINGLE FAMILY/TWO UNIT HOME or NEW DETACHED GARAGE/ACCESSORY DWELLING UNIT**  
**Green Certification Level:** \_\_\_\_\_

~PLEASE PRINT~

<b>#1</b>	<b>Site Address:</b> _____	<b>Project Name:</b> _____																									
<b>Office use only:</b>	New Construction address: _____ (If address needs to be changed, this will be assigned by the permit technician at the time of submittal)																										
<b>Property Owner</b> _____ Phone _____ Property Owner's Address _____ City, Zip Code _____ <b>Describe Job to be Done</b> _____																											
<b>#2</b>	<b>Contractor's Name</b> _____ Contractor's Reg. # _____ (Company Name) Expiration Date _____ Contractor's Address _____ State UBI # _____ City, Zip Code _____ Phone _____ OR – OWNER IS CONTRACTOR - I have read RCW Chapter 18.27.010 relating to definitions of general contractors and specialty contractors and RCW Chapter 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor. OWNER/AGENT SIGNATURE: _____																										
<b>Electrical Contractor's Name</b> _____ Electrical Contractor's Reg. # _____ (Company Name) Expiration Date _____ Electrical Contractor's Address _____ State UBI # _____ City, Zip Code _____ Phone _____ OR – OWNER IS CONTRACTOR - I have read Chapter 18.27.010 relating to definitions of general contractors and specialty contractors and Chapter 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor. OWNER/AGENT SIGNATURE: _____																											
<b>#3</b>	<b>Contact Person</b> _____ Daytime Phone _____ <input type="checkbox"/> Address _____ Alt. Phone _____ City _____ State _____ ZIP _____ <input type="checkbox"/> Fax # _____ <input type="checkbox"/> E-mail Address _____ <b>Please check the box for your choice of method to receive correction letter and communications</b>																										
<b>#4</b>	MUST COMPLETE: <b>Sewer District</b> _____ <b>Septic:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Water District</b> _____																										
<b>#5</b>	<b>Estimated Project Cost (Fair Market Value)</b> _____ <b>Lender</b> _____ Address _____ Phone _____																										
<b>#6</b>	<b>Property Tax Account Number (Parcel #)</b> _____ <b>Legal Description</b> _____  (Please submit 3 separate 8 1/2 x 11 copies of the legal description with this application if it will not fit in space provided above.)																										
<b>#7</b>	<b>New Single Family Residence - Total Square Footage, including garage and ADU, if attached:</b> _____ <b>Building Sq. Footage:</b> (COMPLETE ALL THAT ARE APPLICABLE) <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 25%;">1st Floor</td><td style="width: 10%;"></td><td style="width: 25%;">Basement</td><td style="width: 10%;"></td><td style="width: 30%;"><input type="checkbox"/> Finished <input type="checkbox"/> Unfinished</td></tr><tr><td>2nd Floor</td><td></td><td>Garage (attached)</td><td></td><td>Number of car spaces? _____</td></tr><tr><td>3rd Floor</td><td></td><td>ADU (attached)</td><td></td><td>ADU Sq. footage part of which floor? _____</td></tr><tr><td>Covered Deck/Porch</td><td></td><td>Deck</td><td></td><td>Cottage home? <input type="checkbox"/> Check box</td></tr><tr><td>Connected Breezeway</td><td></td><td>2nd Deck</td><td></td><td>Two Unit home? (KZC 113)? <input type="checkbox"/> Check box</td></tr></table>		1st Floor		Basement		<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	2nd Floor		Garage (attached)		Number of car spaces? _____	3rd Floor		ADU (attached)		ADU Sq. footage part of which floor? _____	Covered Deck/Porch		Deck		Cottage home? <input type="checkbox"/> Check box	Connected Breezeway		2nd Deck		Two Unit home? (KZC 113)? <input type="checkbox"/> Check box
1st Floor		Basement		<input type="checkbox"/> Finished <input type="checkbox"/> Unfinished																							
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3rd Floor		ADU (attached)		ADU Sq. footage part of which floor? _____																							
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Connected Breezeway		2nd Deck		Two Unit home? (KZC 113)? <input type="checkbox"/> Check box																							
<b>#8</b>	<b>New Accessory Structure: Total Square Footage of combined Garage/ADU</b> _____ <input type="checkbox"/> Detached Garage <input type="checkbox"/> with ADU - Sq. Ft. Garage _____ Sq. Ft. ADU _____ <input type="checkbox"/> Accessory Dwelling Unit only - Sq. Ft. _____																										

#9	<b>Mechanical Appliances</b> (G = Natural Gas, E = Electric, OT = Other)	Fuel Type	Size (BTU/kW)			Fuel Type	Size BTU/kW
	No. _____ AC Unit _____ tons _____ HP					_____ Vent Fans	
	_____ Clothes Dryers					_____ Woodstoves/Fireplaces	
	_____ Furnace					_____ Gas Fireplace insert	
	_____ Gas Piping - _____ feet					_____ Unit Heater/Wall Heater	
	_____ Log Lighters/BBQ's					_____ Ranges	
	_____ Thermostat Wiring _____ LF					_____ Boilers/Compressors	

**#10 Sewer Service**  
 Side Sewer Contractor \_\_\_\_\_  
 \_\_\_\_\_  
 Contractor's Address \_\_\_\_\_  
 \_\_\_\_\_  
 City, Zip \_\_\_\_\_ Phone \_\_\_\_\_

**#11 Street Use**  
 Contractor's Name: \_\_\_\_\_ State UBI # Date \_\_\_\_\_  
 Contractor's L&I License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Work to be done: \_\_\_\_\_  
 \_\_\_\_\_

**#12 4 copies of the Site Plan are required with this application.** The Site Plan must show all of the significant trees, and you may be required to provide a certified arborist report. See the 2006 Tree Regulations (attached) for Tree plan I for new single family and duplex construction, or contact the Planning Department (425-587-3225) for further guidance regarding tree retention regulations. If you are building multiple single family or duplexes on a parcel that is zoned Multifamily, you must follow Tree Plan II and use the Multifamily checklist instead of the single family checklist.

**#13 Will any structures be demolished as part of this permit?** YES \_\_\_\_\_ NO \_\_\_\_\_ How many structures? \_\_\_\_\_  
 Describe structures to be demolished: \_\_\_\_\_  
 Show structures to be demolished on site plan. Complete a Demolition checklist and provide the required documents and submit with this application. (SEE NEW SINGLE FAMILY APPLICATION CHECKLIST packet for demolition checklist, ATTACHED.)  
 Any Demolition permits obtained separately For this parcel must be finalized prior to issuance of a building permit  

NOTE: Clearing and grading that does not require any demolition work will still require rodent abatement. Attach the completed Rodent Abatement Statement (included with this application) The letter from the rodent abatement company is required prior to issuance of the permit.

**#14 If including Demolition work on this application,** you must contact the Puget Sound Clean Air Organization regarding Asbestos requirements.  
 For full details and to obtain asbestos forms, instructions and regulations go online: <http://www.pscleanair.org/asbestos/asbe-cont-info.shtml> or to ask other questions, by phone 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.
 

- By signing this application, I acknowledge that I understand and will comply with the Puget Sound Clean Air Organization's requirements regarding Asbestos Abatement.

**#15** By signing this application, I authorize employees/agents of the City of Kirkland to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and, further, that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Kirkland as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kirkland, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.

**OWNER/AGENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

City of Kirkland 123 5<sup>th</sup> Avenue Kirkland, WA 98033 425-587-3600

City Website: [www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us) | Permit Information: [www.kirklandpermits.net](http://www.kirklandpermits.net)

- NOTE:**
- **A New Single Family Residence and a Detached Garage and/or ADU can be submitted on the same set of plans.**
  - **A separate Application is required for the detached Garage or Garage/ADU.**
  - **Permit Applications requiring plan review are accepted Mon-Tues-Thurs-Friday 8:00-4:00, Wednesday 10:30-4:00**

**#16 Water Supply Piping – MUST BE COMPLETED:**

- A. Fixture Units: Total number of Fixtures x Fixture Multiplier = Total Fixture Units
- B. Distance from meter to most remote outlet: \_\_\_\_\_ feet.
- C. Difference in elevation between meter and highest fixture: \_\_\_\_\_ feet above meter or \_\_\_\_\_ feet below meter.
- D. Pressure in street main: \_\_\_\_\_ psi. (Measure with pressure gauge or check with water district.)

**2009 UPC table 6-5 - Number of Plumbing Fixtures (including rough-ins)**

Plumbing Fixtures	Accessory Dwelling Unit	Main Residence	Total Fixture # X Multiplier	*Total Fixture Units
Bar Sink			X 1.0 =	
Bathtub or Combination Bath/Shower			X 4.0 =	
Bidet			X 1.0 =	
Clothes washer, Domestic			X 4.0 =	
Dishwasher, Domestic			X 1.5 =	
Hose Bibb, First			X 2.5 =	
Hose Bibb, Each Additional			X 1.0 =	
Kitchen Sink, Domestic			X 1.5 =	
Laundry Sink			X 1.5 =	
Lavatory (Bathroom Sink)			X 1.0 =	
Lawn Sprinkler, Each Head			X 1.0 =	
Shower (Stand Alone)- List Each Head			X 2.0 =	
Water Closet, (Toilet)			X 2.5 =	
Other:			X ____ =	
Traps (Other than above items)			TOTAL FIXTURE UNITS:	
Water Heater				
COLUMN TOTALS:			TOTAL FIXTURE COUNT USING TABLE L-1:_____	

**NOTE: Number and type of plumbing fixtures must be entered in table above (A total fixture count is needed to determine what size the water meter needs to be.) If you are building a new single family residence with an attached ADU, complete both columns. If you are building a detached ADU, you need to apply for that on a separate new single family application.**

**OFFICE USE ONLY** (Permit tech will fill in this section)

MINIMUM METER SIZE: \_\_\_\_\_ INCHES    MINIMUM BUILDING SUPPLY: \_\_\_\_\_ INCHES    PRV. NEEDED? YES \_\_\_\_\_ NO \_\_\_\_\_



**CITY OF KIRKLAND  
UNIFORM PLUMBING CODE – WATER SUPPLY FIXTURE UNITS**

**ALTERNATE PLUMBING SYSTEMS using 2009 UPC TABLE L-1**

(You have the option of using the Alternate Plumbing system Table L-1 to figure the fixture units by grouping fixtures into Kitchen units, Bathroom units, and Laundry units )

**Individual Dwelling Units**

**Based on Bathroom Groups having 1.6 GPF  
Gravity-Tank Water Closets**

	<b>Main Residence Groups</b>		<b>*ADU Groups - If applicable</b>		<b>Total Fixture Units</b>
Half-Bath or Powder Room (Use this if no other bathroom groups)	_____ +	_____	x	3.5	_____
*1 Bathroom Group	_____ +	_____	x	5.0	_____
*1 ½ Bathrooms	_____ +	_____	x	6.0	_____
*2 Bathrooms	_____ +	_____	x	7.0	_____
*2 ½ Bathrooms	_____ +	_____	x	8.0	_____
*3 Bathrooms	_____ +	_____	x	9.0	_____

*\*Pick the group that most describes the overall house and/or  
Accessory Dwelling Unit from the list above.*

*\*\* Then add from choices below for additional Bathrooms or ½ baths:*

**Each additional ½ Bath	_____ +	_____	x	0.5	_____
**Each additional Bathroom Group	_____ +	_____	x	1.0	_____

Kitchen Group (Sink and Dishwasher)	_____ +	_____	x	2.0	_____
Laundry Group (Sink and Clothes Washer)	_____ +	_____	x	5.0	_____

Additional units not on Table L-1

Bidet	_____ +	_____	x	1.0	_____
Bar sink	_____ +	_____	x	1.0	_____
Hose Bib, First	_____ +	_____	x	2.5	_____
Hose Bib, Each Additional	_____ +	_____	x	1.0	_____

Additional Units not listed, use preceding table 6-4 to  
figure fixture count (Including lawn sprinkler heads)

*\*See lawn sprinkler exception below*

**Total Fixture Units** \_\_\_\_\_

**Notes:**

- 1. A bathroom group, for the purpose of this table, consists of one water closet, up to two lavatories, and either one bathtub or one shower.**
- 2. A half-bath or powder room, for the purposes of this table, consists of one water closet and one lavatory.**
- 3. See Appendix L for scope and application of alternate plumbing systems.**

**Declaration for Lawn Sprinkler exception from fixture count:**

**I declare that the lawn sprinklers will be on a timer that will operate the sprinklers during periods of low demand only.**

\_\_\_\_\_  
**Signed by Owner or Agent**

\_\_\_\_\_  
**Date**

### **Stormwater Drainage Requirements**

All projects creating 500ft<sup>2</sup> new impervious surface area shall meet stormwater requirements in the 2009 King County Surface Water Design Manual and the COK Addendum. Choose the type of drainage review below. More information is located in the PW Pre-Approved Plans, Policies D-2 and D-3, which are available at the PW counter or at: [www.ci.kirkland.wa.us/depart/Public\\_Works/Development/Pre-Approved\\_Plans/Storm\\_Drainage.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Development/Pre-Approved_Plans/Storm_Drainage.htm).

- |  |   |
|--|---|
| <input type="checkbox"/> Small Project Drainage Review Type I  | <input type="checkbox"/> Targeted Project Drainage Review |
| <input type="checkbox"/> Small Project Drainage Review Type II | <input type="checkbox"/> Full Project Drainage Review     |



## RODENT ABATEMENT DECLARATION

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I, \_\_\_\_\_, have read and hereby certify  
That I will comply with Sections 9.04.010 through 9.04.050 of the Kirkland Municipal Code at  
The following project location:

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Project Address

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Signature (Required Owner or Contractor)

\_\_\_\_\_  
Date

### **Chapter 9.04 RODENT CONTROL**

[9.04.010](#) Chapter purpose.

[9.04.020](#) Duty to keep buildings and premises free of rodents—Right of entry for inspection.

[9.04.030](#) Duty to eradicate rodent infestation.

[9.04.040](#) Rat baiting.

[9.04.050](#) Violations of this chapter.

9.04.010 Chapter purpose.

It is the purpose of this chapter to protect the public health and safety and prevent the spread of infectious and contagious diseases by rats, mice, and other rodents. (Ord. 3873 § 2 (part), 2002)

9.04.020 Duty to keep buildings and premises free of rodents—Right of entry for inspection.

The owner or occupant of real property shall keep all buildings and premises free from rats, mice and other rodents, to the extent reasonably possible, as determined by the building official. A property owner or occupant shall take all necessary measures to ensure that rats, mice or other rodents do not come into contact with food, food products, goods or merchandise. Subject to applicable constitutional and statutory constraints on entry, the building official or his appointed representative shall be permitted access to property or buildings for the purpose of ascertaining the presence of rats, mice and other rodents. (Ord. 3873 § 2 (part), 2002)

#### 9.04.030 Duty to eradicate rodent infestation.

If rat, mice or other rodent infestation occurs, a property owner or occupant shall take all necessary measures to eradicate the infestation and prevent future infestation. In addition, the owner or occupant of the property shall perform all eradication measures as reasonably required by the building official. The provisions of this section shall not apply to wetlands, unimproved parks, greenbelts or other unimproved property if the property owner or occupant has not committed any acts or omissions that increase the likelihood of rat, mice or other rodent infestation. (Ord. 3873 § 2 (part), 2002)

#### 9.04.040 Rat baiting.

All applicants for a demolition or a land surface modification permit and those persons undertaking a land clearing project shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official. The rat baiting program shall be approved by a qualified pest control agent and be consistent with the Seattle-King County Health Department guidelines and recommendations for rat baiting. The use of any pesticides shall fully comply with WAC 162-28-1380. The building official shall not issue or deliver any demolition or land surface modification permit, nor shall any land clearing begin, until the applicant has filed with the city a copy of the rat baiting program and a declaration, under penalty of perjury, that the requirements of this section have been complied with. The rat baiting program may be terminated at any time, due to the lack of rat activity, upon a written recommendation of the pest control agent or upon approval of the building official, however, the program must be reinstated upon discovery of additional rat activity by the pest control agent or the building official and all work may be required to be stopped until the additional rat activity has been abated as determined in writing by the pest control or upon approval of the building official. At the discretion of the building official, a project unlikely to disturb a nesting place of rats may be exempted from the requirements of this section. (Ord. 4053 § 1, 2006: Ord. 3873 § 2 (part), 2002)

#### 9.04.050 Violations of this chapter.

The building official is hereby authorized and empowered to enforce this chapter. Violation of this chapter constitutes a misdemeanor. Violation of this chapter also constitutes a public nuisance which may be abated or remediated pursuant to Chapter 11.24 of the Kirkland Municipal Code. The remedies prescribed in this chapter are in addition to all other remedies provided for or authorized by law. (Ord. 3873 § 2 (part), 2002)

## Pest Control Companies

Name	Address	Phone	E-mail
Advantage Pest Control	P.O. 12663 Mill Creek, 98082-0663	425-453-4529	
Alderwood Pest Control	P.O. Box 55173 Seattle, WA 98155	800-499-2985	
Arrow Pest Control	P.O. Box 2176 Mount Vernon, WA 98273	425-259-8117	
Cascade Pest Control	14950 SE Allen Rd. Bellevue, WA 98006	425-641-6264	nopests@cascadepest.com
Eastside Exterminators	12535 Totem Lake Blvd NE Kirkland, WA	(425) 820-1137 (425) 454-6107	
Eden Advanced Pest Tech.	309 S. Cloverdale STE B6 Seattle, WA 98108	206-571-8262	waynes@edenpest2.com
Homegard Pest Control	11410 NE 124 <sup>th</sup> #514 Kirkland, WA 98034	425-821-7038	homegardservices@aol.com
Orkin Exterminating CO Inc	5113 Pacific Highway East Tacoma, WA 98424	425-803-0454 800-562-5610	
Pestec	P.O. Box 2972 Renton, WA 98056	425-643-1664	
Sprague Pest Control Specialists	***Commercial Only 1136 Poplar Pl S Seattle, WA 98144.	800-421-0083	
Terminators Pest Control	14243 SE 22 <sup>nd</sup> St Bellevue, WA 98007	425-823-8351	pestguy1@aol.com
Townsend Pest Control	11630 Slater Ave NE #5 Kirkland, WA 98034	425-392-2213	info@sunrisepest.com
United Pest Solutions	1341 N. Northlake Way, Ste 200 Seattle, WA 98103	425-747-1003	
Willard's Pest Control	13611 NE 126 <sup>th</sup> Pl, Ste 200 Kirkland, WA 98034	425-451-7288	
Terminix Pest Control	11822 North Creek Pkwy N. #103 Bothell, WA 98011	800-772-8173	Tmx2141@terminix.com

NOTE: This is a list of certified rodent abatement companies who have submitted their names for your convenience. Please be advised that it is your responsibility to establish whether or not the services of a particular company are suitable for your needs.





## CITY OF KIRKLAND

### Development Services

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

## City of Kirkland Survey Policy

Because many construction projects in the City of Kirkland are constructed to the minimum setbacks and maximum heights, accurate survey information is needed for City Staff to review plans and conduct inspections. The following Building Permit submittals shall include signed and stamped Property Line (Boundary) and Topographic Survey documents prepared by a Washington State Licensed Surveyor. A copy of an existing survey document may be used if it is legible and includes a signed surveyor's stamp and the original survey markers are still in place. If survey information is required but not provided, the permit application will not be accepted.

**Property Line (Boundary) Surveys** – The purpose of a property line survey is to assure that the required setbacks are complied with. The setbacks are measured from the property line to the outermost finish material of the exterior walls of the house. A Property Line (Boundary) Survey is required with the following types of Building Permits:

- A. New commercial/multi-family structures;
- B. Additions to commercial/multi-family structures;
- C. New single family residences or Two Unit homes; and/or
- D. Single family additions and single family accessory buildings.

*Exception: A Property Line (Boundary) Survey is not required for residential deck additions or modifications. A Property Line (Boundary) Survey is also not required with Building Permits for single-family additions or single-family accessory buildings if **all** of the following conditions are met:*

- A. The structure is at least two feet away from all affected required building setback lines; and*
- B. The assumed property line is marked by a fence or other similar feature; and*
- C. There are no known property line disputes regarding the specific property line.*

**Topographic Surveys** - A Topographic Survey with two foot contour intervals is required with the following types of Building Permits:

- A. New commercial/multi-family structures;
- B. Additions to commercial/multi-family structures;
- C. New single family residences or Two Unit Homes; and/or
- D. Single family additions and single family accessory buildings.

*Exception: A Topographic Survey is not required with a Building Permit for a new single-family residence, single-family addition, single-family accessory building, or commercial or multi-family additions less than 1000 square feet if **one** of the following conditions is met;*

- A. The lot is essentially level – there is no grade change greater than two feet between property corners; or*
- B. The building footprint (excluding uncovered decks) is changing less than 25%, the height of the addition does not exceed the height of the existing roof line, and the addition is not being made on a part of the property that is topographically lower than the existing building; or*
- C. The proposed building is designed to be two or more feet less than the maximum building height allowed for the property.*

**Building Height Field Verification** - Building Height Field Verification is required for any building that is designed within one foot of the maximum building height allowed for the property. The Field Verification shall comply with the following:

- A. The verification will be required at the time of the first floor underfloor inspection; and
- B. The verification will be conducted by a Licensed Surveyor\*\*; or
- C. The verification will be conducted by the contractor using their own survey equipment in the presence of the building inspector if the contractor can demonstrate that the height is correct based on the measurement from the approved benchmark.

**Note: When a contractor is verifying the height with their own survey equipment, the contractor shall have the equipment set up at least 30 minutes prior to the arrival of the Building Inspector. If the equipment is not set up, the contractor will need to reschedule the inspection for the following day.**

\*\*If the building is designed within one inch of the height limit, then a Licensed Surveyor shall verify the height.

## BUILDING HEIGHT TABLE

(Applicant Must Complete)

MAXIMUM HEIGHT OF STRUCTURE ALLOWED see KZC 5.10.357 and applicable Use Zone Chart	BENCHMARK LOCATION AND DESCRIPTION (be specific)	BENCHMARK ELEVATION	FINISHED FIRST FLOOR ELEVATION	HEIGHT DIFFERENCE BETWEEN BENCHMARK AND FINISHED FIRST FLOOR ELEVATIONS	AVERAGE BUILDING ELEVATION (ABE) see KZC 115.59	ELEVATION OF HIGHEST POINT OF ANY ELEMENT OR FEATURE see KZC 115.60 for exceptions

*Staff Use Only:*

*Building Height Field Verification is required: Yes or No (circle one)*

*If yes,*

*Building Height Field Verification by Licensed Surveyor (if within 1" of height limit): Yes or No (circle one)*

3-24-08



## APPLICATION CHECKLIST FOR NEW SINGLE-FAMILY/TWO UNIT HOME BUILDING PERMIT (DEMOLITION & NEW CONSTRUCTION) OR ACCESSORY SINGLE FAMILY STRUCTURE

This application packet is to be used for the construction of a detached single-family Residence or two unit Home, or an accessory structure. This application can include the demolition of an existing single family residence, detached garage and outbuildings. Permits expire one year from date of issuance unless you submit a Construction Schedule prior to permit issuance. Permit applications expire one year after the date of application or 90 days of inactivity. If this occurs, a new application must be submitted.

### ☐ **STEP 1: PRELIMINARY REVIEW**

The Building, Planning and Public Works Departments can inform you of requirements for demolishing and building a new residence. Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the Planning Department. Building Code information may be obtained from the Building Department. Water, sewer and right-of-way information can be obtained from the Public Works Department.

**NOTE:** If you are building a new single family residence and a detached ADU/garage, you need to apply for each structure on a separate new single family application, with separate estimated project costs. You can combine both structures on one set of plans.

**NOTE:** If you are proposing to develop multiple single family or duplex dwelling units on one piece of property, you must use the Single Family/Two Unit application form to apply for each dwelling unit, but you must also use the Multifamily checklist to supply the additional requirements that Planning and Public Works will require for this type of development.

**NOTE:** If you are proposing to build a "Green" residence, please indicate the program and level of certification you plan to achieve at the top of the New Single Family residence application.

#### Telephone Numbers:

Kirkland Building Department:	(425)587-3600	Kirkland Fire Department	(425) 587-3650
Kirkland Planning Department:	(425) 587-3225	Kirkland Public Works Department:	(425) 587-3800

☐ **STEP 2: APPLICATIONS** Application forms may be obtained from the Building Department or on Kirklandpermits.net. All information must be provided before the application can be accepted.

#### **A. BUILDING PERMIT APPLICATION**

☐ **1. Plan Review** fee and Technology surcharge are due at time of submittal of a completed permit application. The intake fee is 65% of the building permit fee.

☐ **2. Permit Application Form:** You must submit the completed building permit application giving the following information:

**Box 1: SITE ADDRESS AND PROJECT PLAT NAME (if known).and Owner's name, address, and telephone number; description of work,** and who the property is owned by (i.e. partnership/corporation/ single/married). New construction address will be assigned by the permit technician at time of submittal, if applicable.

**Box 2: CONTRACTOR'S NAME,** address, telephone number, registration number (not the master license number), expiration date, and Unified Business I.D. # (UBI #) is required prior to issuance of permit.

**ELECTRICAL CONTRACTOR'S NAME,** address, telephone number, registration number (not the master license number) expiration date, and Unified Business I.D. # (UBI #) is required prior to issuance of permit.

**NOTE:** if specialty contractors are hired to do plumbing, mechanical, security electrical, T-Stat electrical work, complete page 2 of this application.

**Box 3: CONTACT PERSON,** address, daytime telephone number(s), and **e-mail address** (emails speed up the time it takes to receive comments and correction letters from your plans examiners).

- Box 4: SEWER AND WATER DISTRICT** - Indicate providing service to this parcel (to determine who will provide sewer service, call the City of Kirkland (425) 587-3800 or Northshore Utility District (425) 398 4400.) If sewer service is not available, indicate that a septic tank will be used. Approval from the King County Health Department is required for septic residences. *Separate approval is required for other utility district.*
- Box 5:** 1) **ESTIMATED PROJECT COST** is required at time of submittal.  
2) **LENDER/BONDING INFORMATION** is required prior to issuance of permit.
- Box 6: PROPERTY TAX ACCOUNT NUMBER** (found on property tax statement) and  
**3 COPIES OF THE LEGAL DESCRIPTION on 8 ½ X 11 PAPER-** if it is too long to fit on the form. (found on title report or deed or call King County Assessor's office and provide address: 206-296-7300).
- NOTE: IF THIS IS A NEW SHORT PLAT**, you must provide the original property tax number, new tax number, new legal description, and recording number (unless it is the first house on the short plat). If there is an existing home on the property that you are going to demolish, you may submit an application for a new home using the original property tax number without the recording number. You may include the demolition to remove existing buildings on your new single family application. A separate demolition permit is required for each parcel, and can be included on each NSFR application, or can be applied for separately. If a demolition is applied for separately, the demolition permit must be finalized prior to issuance of the NSFR permit.
- Box 7: PROPOSED SQUARE FOOTAGE BY FLOOR** (outside dimensions) and total square footage including attached garage and porches.
- Box 8: ACCESSORY STRUCTURE** - Choose the New Accessory Structure that you are proposing to build. If you are building a NSFR/DUPLEX as well as an Accessory structure, you will need to fill out a separate application for each structure.
- Box 9: MECHANICAL APPLIANCES** - Provide number of mechanical appliances to be installed or roughed in.
- Box 10: SEWER SERVICE** - If you will be provided sewer service by the City, provide side sewer contractor's information and your signature (owner or agent). To determine if Kirkland will provide sewer service, call (425) 587-3800.
- Box 11: STREET USE** - If you will be doing any work in the right-of-way to provide fire service or water main extension, sewer service, or alterations to the right-of-way adjacent to your property (including sidewalks or driveway) provide contractor's information, including name, license number, expiration date; and work to be done within the public right-of-way. Call (425) 587-3800 if you have questions.
- Box 12: SIGNIFICANT TREES** – 4 copies of the Site Plan are required showing the location, type and diameter of all the significant trees, which ones are proposed to be removed, and tree fencing and protection notes for trees to be retained. You may be required to provide a certified arborist report. See the 2006 Tree Regulations Tree Plan I for details, or contact the Planning Department 425-587-3225 for further guidance.
- Box 13: DEMOLITION INCLUDED** - Number of existing buildings to be demolished as part of this NSFR permit. All Demolition requirements and conditions will still apply. Include the completed Demolition checklist and include all required documents: the final utility bill, the signed rodent abatement statement, the rodent abatement letter from the abatement company, and the Planning tree fencing inspection are required prior to issuance.
- Box 14: ASBESTOS ABATEMENT** - If Demolition work is included in this application, you must contact the Clean Air Organization regarding Asbestos Abatement requirements.

**Box 15: By signing the application, you are authorizing** the employees/agents of the City of Kirkland to enter onto the property to make any examination of the property which is necessary to process this application.

**Box 16: WATER SUPPLY PIPING** - Complete items B, C, D. Complete the fixture chart shown following item D (required). You may also use the Alternate Plumbing System worksheet if you prefer to use the Table L-1 grouping system. This information will be used in determining the minimum water meter and building supply line size in accordance with Uniform Plumbing Code Section 610.

☐ **B. PLANS – 3 SETS, with a 4th copy of the Site Plan for Arborist review:**

**NOTE: Architects/Engineers wet-signed registration stamp must appear on plans and calculations if prepared by such professionals.**

**NOTE: Construction of right-of-way improvements along the frontage of the property are required for all new single family residences, and all single family additions with a value greater than \$200,000** (value of addition is determined using published Building Valuation Data available at the Building or Public Works Departments. The right-of-way improvements plan must be designed by a licensed civil engineer. These improvements include sidewalks, curbs and gutters, underground storm drainage, planter strip and street trees, and alley paving, among other items. For more information about this requirement, contact the Public Works Department at 425-587-3800.

- ☐ **1. 4 COPIES OF THE SITE PLAN:** An overall site plan (30-inch x 42-inch maximum size paper at a scale of 20 feet equals 1 inch) showing the proposed structure in plan view indicating (see site plan example):
- ☐ a) **The property owner's name**, the Assessor's parcel number and the site address. Also refer to attached new construction checklist.
  - ☐ b) **Map Scale and North Arrow**
  - ☐ c) **All property lines, easements (utilities, access, etc.), and site dimensions** including bearings and distances. Make a clear distinction between proposed and existing features. Show the distances between buildings and from buildings to all property lines.
  - ☐ d) **All streets and alleys, with street names.** Note the nearest cross street. Show all existing and/or proposed driveways including surface materials.
  - ☐ e) **Front, side, and rear setbacks** measured from the property lines or vehicular access easements.
  - ☐ f) **Location, dimensions and square footage** of all existing and proposed buildings. Make a clear distinction between any existing building and the proposed new construction. Show roof overhangs of existing and proposed buildings. Show any buildings to be demolished.
  - ☐ g) **The use of each building** (garage, residence, ADU, shop, etc.).
  - ☐ h) **The height of:** fences, decks, retaining walls, rockeries and other similar elements. Retaining walls or rockeries may require a separate building permit.
  - ☐ i) **Show existing utilities**, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.
  - ☐ j) **Existing topography at two-foot contour intervals** in relation to a benchmark within the adjacent public right-of-way. Also show said benchmark, which can be a sewer manhole cover or other fixed point approved by the Planning Department. Indicate finished grade. Indicate slopes greater than 15% and the location of any fill areas.
  - ☐ k) **Lot coverage and supporting calculations** (area of impervious surfaces) – including all buildings, walkways and driveway. Provide separate subtotals for buildings, driveways/parking areas and walkways/patios.
  - ☐ l) **Floor Area Ratios (FAR) (not applicable in Houghton).** Provide calculations by structure (garage, house, shed, etc) and area in square feet by floor (basement, 1st floor, 2nd floor, attic) of existing and proposed structures. FAR calculations must include:
    - 1) Attic area with five feet or more headroom, and
    - 2) Any floor area where the top of the supporting members of the ceiling is six feet or more above finished grade, and
    - 3) Attached garages
    - 4) Accessory structures within 20 feet of the main structure, and
    - 5) Floor area with a ceiling height greater than 16 feet shall be calculated as follows:
      - a) The first 100 square feet of such floor area, in aggregate, shall be calculated only once toward allowable FAR; and
      - b) Floor area in excess of the first 100 square feet shall be calculated at twice the actual floor area toward allowable FAR.

**NOTE:** Decks, porches and walkways (covered or uncovered) are excluded from FAR calculations.

- ☐ m) **Show all Significant trees** (at least 6" in diameter at breast height: DBH) on the property and on or near the adjacent right-of-way. Label the tree size and type. Show tree drip line and protective tree fencing and protection notes. If the property does not have significant trees, please indicate.

**NOTE: Applicant should check with the Department of Planning and Community Development to determine what tree retention requirements have been established for the subject property.** All designated trees to be retained must be prominently marked and fenced, and the tree fencing inspection completed and signed off in the City's permit-tracking system prior to issuance of the building permit. Call 425-587-3225 to schedule this inspection, provide the Permit Application number and construction address, and allow 2 days time for this inspection to be completed and signed off.

- ☐ n) **Creeks, streams, ponds, lakes, or wetlands on or within 100 feet of the subject property.** **NOTE:** If the Building or Planning official determines that the building site is in an environmentally sensitive area, additional information will be required (e.g., soils report (two copies), environmental checklist, hold harmless agreement, special inspection).

- ☐ o) An Erosion and Sedimentation Control (ESC) Plan is required, showing method and location of proposed ESC. You can obtain an example ESC plan from the Public Works Department.

- ☐ p) **Existing improvements within the right-of-way** showing:

- 1) Sidewalk
- 2) Curb or curb and gutter
- 3) Storm drain pipe
- 4) Catch basin
- 5) Overhead and underground utility lines and power poles

- ☐ q) **Proposed or existing gas, water, electrical, septic, or sewer and storm drainage** locations and where they will connect to the public system in the right-of-way.

- ☐ r) **Existing ground elevations** at midpoint of wall segments and average building elevation calculations (see Calculating Average Building Elevation attachment).

- ☐ **2. VICINITY PLAN** A copy of an assessor's map, plat map, or a sketch showing a radius of 300 feet on all sides of the project site indicating the following:

- ☐ a) Lot location
- ☐ b) Location of nearest: catch basin, storm drainpipe, ditch curb or curb and gutter, sidewalk
- ☐ c) Pavement width of right-of-way
- ☐ d) Distance from pavement in right-of-way to property line

☐ **3. OTHER PLANS DRAWINGS OF THE RESIDENCE** (24 inch x 36 inch maximum size paper at 1/4 inch or 1/8 inch scale) showing:

- ☐ a) **Floor Plan:** Floor plan of each floor and basement indicating:
  - ☐ 1) Location of all wall and partitions, door sizes, and window sizes
  - ☐ 2) Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, appliances, and wood stoves
  - ☐ 3) Direction, size, and spacing of all floor and ceiling framing members
- ☐ b) **Elevation Plans:** Elevations of all sides of the building indicating: a) where the average building elevation strikes the residence, b) finished grade, c) existing grade, d) elevation of highest point of roof, e) finished floor elevation of the main floor. (See Calculating Average Building Elevation attachment.)
- ☐ c) **Cross-Section Plans:** One cross section through exterior wall showing all details of construction from footing to highest point of roof (see typical cross section example). Submit a cross section of attic area utilizing trusses.
- ☐ d) **Foundation Plans:** Foundation plans indicating a) underfloor ventilation, b) access in framing, c) full dimensions of footings and walls, d) foundation steel (number and size of reinforcement);
- ☐ e) **Truss Layout Diagram:** Truss Layout diagram indicating a) the location of trusses and b) manufacturer being used;
- ☐ f) **Details:** Details indicating a) stairways, b) guardrails around balconies, etc., c) cantilevered beams, floor, or ceiling joists; submit calculations for cantilever situations.

☐ C. **2 SETS OF ENGINEERING CALCULATIONS** - If the structure does not meet the conventional light frame construction provisions contained in The International Residential Code Section R301, then the structure must have a lateral-force-resisting designed by a Washington State Registered Structural Engineer. 2 sets of Engineering calculations must be submitted and all necessary design details must be incorporated into the plans. The Engineered plans and/or calculations must be wet-signed by the Engineer.

☐ D. **YOU MUST ALSO SUBMIT THE FOLLOWING:**

☐ **2 COPIES: WASHINGTON STATE ENERGY CODE**, Chapter 51-11 WAC. Washington State Ventilation and Air Quality Code, Chapter 51-13.

Forms at: [http://www.energy.wsu.edu/documents/code/wsec2006/prescriptivezone1\\_2006.xls](http://www.energy.wsu.edu/documents/code/wsec2006/prescriptivezone1_2006.xls)

Methods of conformance:

- ☐ (1) **Prescriptive**
- ☐ (2) **Component Performances**

☐ **2 COPIES (if required): GEOTECHNICAL REPORT**, also called a Soils report. If the Building or Planning official determines that the building site is in an environmentally sensitive area, additional information will be required (e.g., soils report, environmental checklist, hold harmless agreement, special inspection).

☐ **2 HARD COPIES AND AN ELECTRONIC COPY (if required): Stormwater Drainage Report/TIR.**

A hard copy and an electronic copy (pdf) of the Drainage Report/TIR are required for projects meeting the requirements for Small Project Type II, Targeted, and Full Drainage Reviews. Use the appropriate drainage report template depending on the project size and scope; the templates are available at the PW counter or in the FAQ section at:

[http://www.ci.kirkland.wa.us/depart/Public\\_Works/Storm\\_Surface\\_Water/Stormwater\\_Update.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Storm_Surface_Water/Stormwater_Update.htm)

☐ **2 COPIES (required at submittal for a permit): \*NEW\* Stormwater Low Impact Development Feasibility Evaluation Worksheet.**

This worksheet is required for all projects meeting the requirements for Small Project Type II, Targeted, and Full Drainage Reviews. The worksheet will help define the drainage design parameters for the project. The form is in Policy L-1 of the PW Pre-Approved Plans, and is available in the permit application packet, at the PW counter, or at:

[http://www.ci.kirkland.wa.us/depart/Public\\_Works/Development/Pre-Approved\\_Plans/LID\\_Storm\\_Facilities.htm](http://www.ci.kirkland.wa.us/depart/Public_Works/Development/Pre-Approved_Plans/LID_Storm_Facilities.htm)

Note: The applicant must evaluate the site drainage, complete the Feasibility Worksheet, and present it with the building plans at intake, or the plans will not be accepted.

☐ E. **IF WATER OR SEWER SERVICE IS PROVIDED BY A DISTRICT OTHER THAN CITY OF KIRKLAND**, contact the Public Works Department at (425) 587-3800 for utility availability forms that must be approved by the serving utility. If septic service is proposed, contact King County Health Department at (206) 296-4932.



## STEP 3: INSPECTIONS

- A. **Code Compliance:** All construction shall be in accordance with the following codes as adopted and amended by the State of Washington and the City of Kirkland:

2009 – Washington Cities Electrical Code  
2009 – International Residential/Building Codes  
2009 – International Mechanical Code  
2009 – Uniform Plumbing Code  
2009 – Washington State Energy Code

- B. **Required Inspections:**

**1. Demolish inspection (If included) –**

**Read the demolition conditions attached to your plans, and comply prior to calling for your demolition inspection. Call Public Works for this inspection 425-587-3805 (24 hour line) and provide all information required below.**

- 2. Building, Plumbing, Mechanical, and Electrical inspections,** please call the Building Department at (425) 587-3605 by 7:00 p.m. the day before date of inspection. Please give the following information:

Permit Number  
Owner's name  
Address of Project  
Date Inspection is needed  
Whether an AM or PM Inspection is needed  
Type of Inspection required

**Building Inspections are scheduled ONLY by calling (425) 587-3605.** Inspections may not be made through the Inspectors or the Permit Technicians. Please do not ask the Building Inspectors to schedule an inspection request—they are not permitted to receive inspection requests.

**For all demolitions, sanitary sewer systems, storm systems, right-of-way improvements, and water system improvement inspections, notify the Public Works Department at (425) 587-3805 (24-hour line). Requests must be received by 6:00 a.m. to be scheduled that same day.** The contractor is responsible to contact the inspector prior to any work to determine if a preconstruction meeting is required.

**For information on recycling construction, demolition and landclearing (CDL) debris,** please see <http://www.metrokc.gov/dnrp/swd/facilities/cdl-stations.asp>





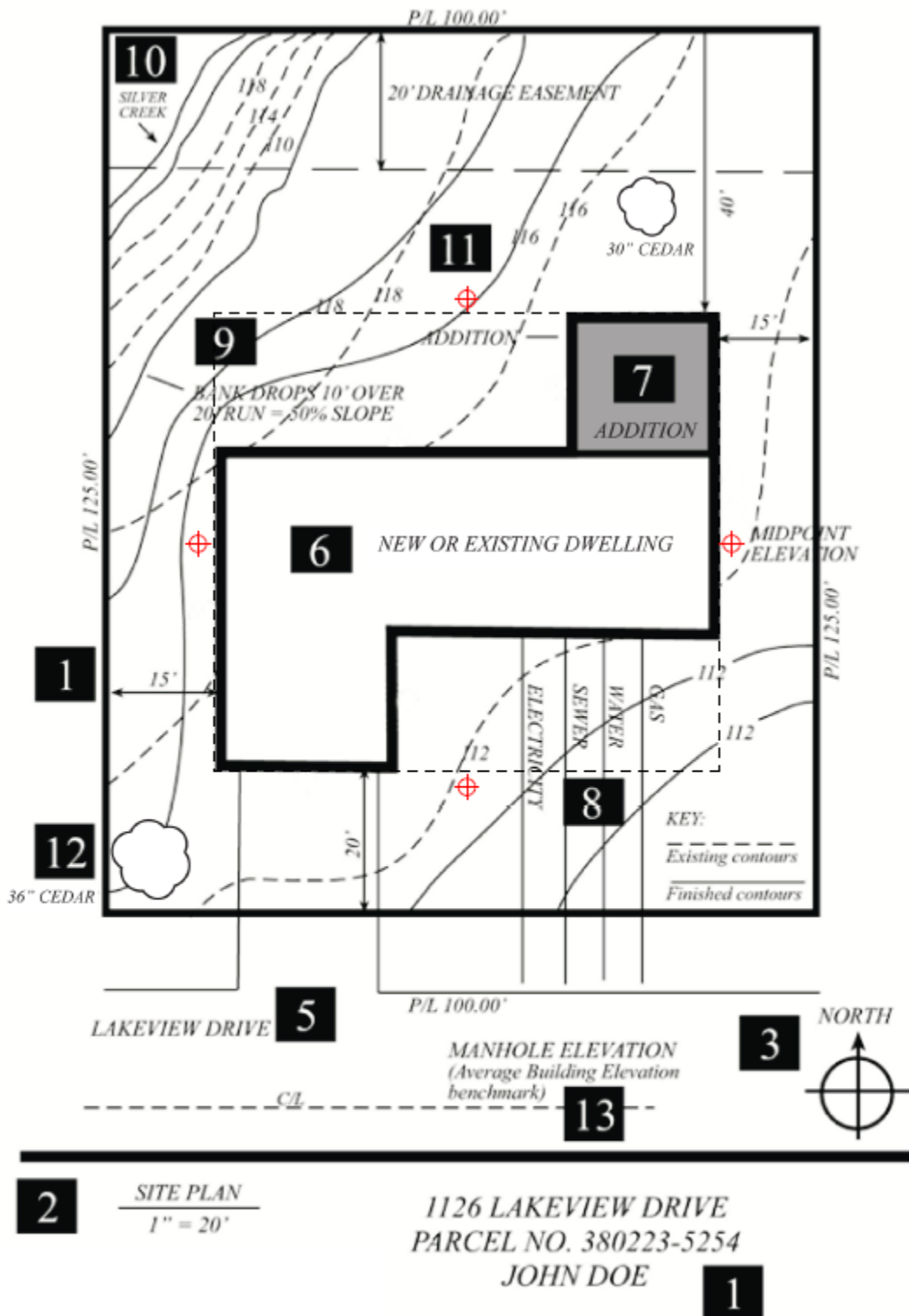
# City of Kirkland

Fire/Building Department • 123 Fifth Avenue • Kirkland, WA 98033 • 425-587-3600

## Single Family Site Plan General Requirements

Many different permits **require** a site plan (sometimes called a “plot” plan), which is a detailed and accurate map of the subject property. A complete and accurate site plan, drawn to scale, is important to avoid delays in the review and approval of your project. A complete site plan will include all the site features and information (depending on your site, of course) listed below. **On the next sheet** is a typical site plan.

1	The <b>property owner's name</b> , the assessor's <b>parcel number</b> and the site's <b>address</b> .	9	Any <b>steep slopes</b> (15% or greater) and/or <b>fill</b> areas.
2	The map <b>scale</b> . A scale of 1"=20' is typical, but others, 1/8"=1'0" for example, are also acceptable.	10	All <b>surface water</b> (creeks, streams, ponds, wetland, etc.) within 100 feet of the property.
3	A <b>North arrow</b> indicating the direction North.	11	Accurate <b>existing</b> and <b>finished topography</b> of site shown with <b>2-foot contour</b> intervals.
4	All <b>property lines</b> , all <b>easements</b> (utilities, access, etc.), and site <b>dimensions</b> . Show the <b>distances</b> between buildings, and from buildings to all property lines.	12	<b>Location, type and diameter of significant trees. Show drip line.</b> See Planning Department 2006 Tree regulations for <b>Tree Plan I</b> requirements (attached). An Arborist report may be required
5	All <b>streets</b> and <b>alleys</b> , with <b>street names</b> . Show all existing and/or proposed <b>driveways</b> (include surface materials).	13	<b>Relevant Average Building Elevation</b> information, including midpoint and benchmark elevations.
6	The <b>location and dimensions</b> of all <b>existing</b> and <b>proposed</b> buildings. Identify each building by its use (garage, residence, etc.). Include <b>decks, retaining walls</b> and <b>rockeries</b> , and the like.	Note:	<b>Lot coverage</b> and supporting calculations. Can be on a separate sheet.
7	Clear <b>distinction</b> between any <b>existing</b> building and <b>proposed new building</b> .	Note:	<b>FAR (Floor Area Ratio)</b> and supporting Calculations. Can be on a separate sheet.
8	Locations of <b>sewer, water, electricity</b> , and <b>gas</b> lines, and any <b>underground storage tanks</b> .	Note:	<b>Show structures to be demolished.</b> Describe structures to be demolished; i.e. detached garage, shed, single family house.
		Note:	<b>Erosion and Sedimentation Control (ESC) plan</b> which includes both a site plan and a narrative report. Requirements of small site ESC Plans are located in Appendix D of the 2009 King County Surface Water Design Manual, and are available at the PW Counter or at: <a href="http://www.kingcounty.gov/environment/waterandland/stormwater/documents/surface-water-design-manual.aspx">http://www.kingcounty.gov/environment/waterandland/stormwater/documents/surface-water-design-manual.aspx</a>



### SAMPLE SITE PLAN

- **Lot coverage** and supporting calculations. Can be on a separate sheet.
- **FAR (Floor Area Ratio)** and supporting Calculations. Can be on a separate sheet.
- **Erosion and Sedimentation Control plan** required on site per example ESC plan (attached).
- **Show structures to be demolished.** Describe structures to be demolished.



## Tree Plan I - Single Family and Two Unit Homes

Trees and other vegetation are important elements of the physical environment which protect public health, safety and general welfare in a variety of ways. These regulations establish a process and standards to provide for the protection, preservation, replacement, proper maintenance and use of significant trees, associated vegetation and woodlands located in the City of Kirkland. **For new or major remodel of Single Family and Two Unit homes, the regulations require retention of viable trees within the required setbacks. These sites are also required to meet a minimum density of tree coverage on the subject property following construction of the project. These requirements are discussed in Section 95.35.2.B.1 of the Kirkland Zoning Code (KZC) and are summarized below.**

### Helpful definitions to complete the tree plans described below:

1. **Significant Tree:** A tree that is at least 6 inches in diameter at breast height (DBH) (The diameter or thickness of a tree trunk measured at 4.5 feet from the ground).
2. **Dripline:** The distance from the tree trunk that is equal to the furthest extent of the tree's crown.
3. **Impact:** A condition or activity that affects a part of a tree including the trunk, branches, and critical root zone.
4. **Qualified Professional:** An individual that must possess and demonstrate the ability to perform tree risk assessments and prescribe appropriate measures necessary for the preservation of trees during development; must at a minimum be certified by the International Society of Arboriculture (ISA).
5. **Critical Root Zone:** The area surrounding a tree at a distance from the trunk which is equal to one foot for every inch of diameter at breast height or otherwise determined by a qualified professional.

### Permit Submittal Requirements - Single Family and Two Unit Home Permits

***The following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.***

- I. **Tree Plan I - Major:** Shall be submitted with single family permit application, including:
  - Demolitions
  - New or redeveloping Single Family homes and two unit homes.
  - Major remodels (adding over 50% of existing square footage) on a single lot
- A. The following general information must be incorporated on the site plan:
  1. Accurate location of all public trees (i.e. street trees) and private significant trees, their driplines measured relative to visible site features, and their critical root zone. Please number all trees (tag in field and label on plan) for reference purposes. *If the trees are not accurately located on a site plan, the Planning Official may require that their locations be surveyed.*
  2. Size (DBH) and species (or at least type) of the significant trees
  3. General health of these trees
  4. Approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line
  5. If a report is not required, show the location of the tree fencing at each retained tree's critical root zone, fencing detail and tree protection notes (detail and notes available at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> )
  6. Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:  
**(Lot size in square feet/43,560) X 30 = Required minimum tree density**

For example, the minimum tree density for a 7,200 square foot lot is five (5) tree credits and for 8,500 square feet, it is six (6) tree credits. Use the following chart to calculate the tree density for existing trees that are going to be retained.

Tree Density for Existing Significant Trees (Credits per minimum diameter - DBH)					
DBH	Tree Credits	DBH	Tree Credits	DBH	Tree Credits
3-5"	0.5				
6-10"	1	24"	8	38"	15
12"	2	26"	9	40"	16
14"	3	28"	10	42"	17
16"	4	30"	11	44"	18
18"	5	32"	12	46"	19
20"	6	34"	13	48"	20
22"	7	36"	14	50"	21

**NOTE: Tree density calculations do not apply to public trees.**

7. If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens. They are worth one tree credit each. Larger supplemental trees may be awarded additional credits.
- B. If there are significant trees in the required yards (setbacks) or within ten (10) feet of any side property line, the tree plan must include a report from a qualified professional containing the following information:
  1. Size and species of these trees
  2. A complete description of each tree's health and viability. If a tree is not viable for retention, the reason(s) must be soundly based on health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or suitability of species and for which no reasonable alternative action is possible (pruning, cabling, etc.). The impact of necessary tree removal to remaining trees, including those in a grove or on adjacent properties, must also be discussed.
  3. The location of limits of disturbance around all trees potentially impacted by site disturbances and any special instructions for work within that protection area (hand-digging, tunneling, root pruning, maximum grade change).
  4. A discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the Tree Protection Standards as outlined in KZC 95.35.6.
  5. The suggested location and species of supplemental trees needed to meet the required minimum tree density. The report shall include planting and maintenance specifications pursuant to KZC 95.45 and KZC 95.50.

**II. Tree Plan I - Minor:** Shall be submitted for all other types of single family, or two unit home (KZC Chapter 113) development activity not listed in Section I above.

- A. The following general information must be incorporated on the site plan:
  1. Accurate location of all significant trees, their size (DBH), and their driplines measured relative to visible site features (survey not required). Please number all trees (tag in field and label on plan) for reference purposes.
  2. For any significant trees are potentially impacted in their critical root zone by proposed development activity provide species (or at least type) and general health of these trees
  3. Approximate trunk location and dripline of significant trees that are on adjacent property where driplines extends over the subject property line
  4. Location of tree fencing at each retained tree's critical root zone, fencing detail, and tree protection notes (detail and notes available at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> )
- B. At least two (2) trees must be on the property at the end of the development activity, which may require planting of trees. Planted trees must be at least 6 feet tall if they are conifers or 2-inch caliper if they are deciduous or broad-leaf evergreens. Provide a planting plan and installation schedule.

**Note: This is an overview of tree requirements, for more details and information visit our website at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> or request a copy of Ordinance 4010.**



## CITY OF KIRKLAND

Planning and Community Development Department  
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225  
www.ci.kirkland.wa.us

### CALCULATING AVERAGE BUILDING ELEVATION

#### NOTE

**INCOMPLETE AVERAGE  
BUILDING ELEVATION  
INFORMATION COULD  
SUBSTANTIALLY DELAY THE  
PROCESSING OF YOUR  
APPLICATION**

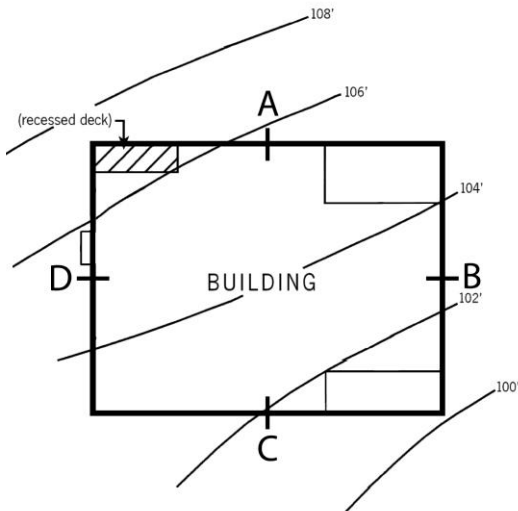
No part of a structure may exceed the maximum height above "Average Building Elevation" specified in the applicable use zone section of the Zoning Code except for minor elements of a structure as specified in Zoning Code Section 5.10.045 **defines Average Building Elevation as:**

"The weighted average elevation of the topography, prior to any development activity, either at the center of all exterior walls of a building or structure, either (Option 1) under the footprint of a building as measured by delineating the smallest rectangle which can enclose the building footprint and then averaging the elevations taken at the midpoint of each side of the rectangle or (Option 2) a second, more complicated, option for calculating Average Building Elevation is available. Contact the Planning Department at 425-587-3225 for details. When a building or structure contains townhouses or other attached but otherwise independent building units the average building elevation is calculated separately for each unit."

#### AVERAGE BUILDING ELEVATION FORMULA

Option 1

$$\frac{(\text{Midpoint Elevations}) \times (\text{Length of Wall Segments})}{(\text{Total Length of Wall Segments})}$$



Calculating Average Building Elevation

$$\frac{(A \times a) + (B \times b) + (C \times c) + (D \times d)}{a + b + c + d} = \text{Average Building Elevation (ABE)}$$

Where A, B, C, D...= Existing Ground Elevation at Midpoint of Rectangle Segment\*  
And a, b, c, d...= Length of Rectangle Segment

Midpoint Elevation	Rectangle Segment Length
A = 105.6	a = 47'
B = 102.5	b = 40'
C = 101.9	c = 47'
D = 105.2	d = 40'

Site Plan

Not to scale

#### CALCULATION EXAMPLE:

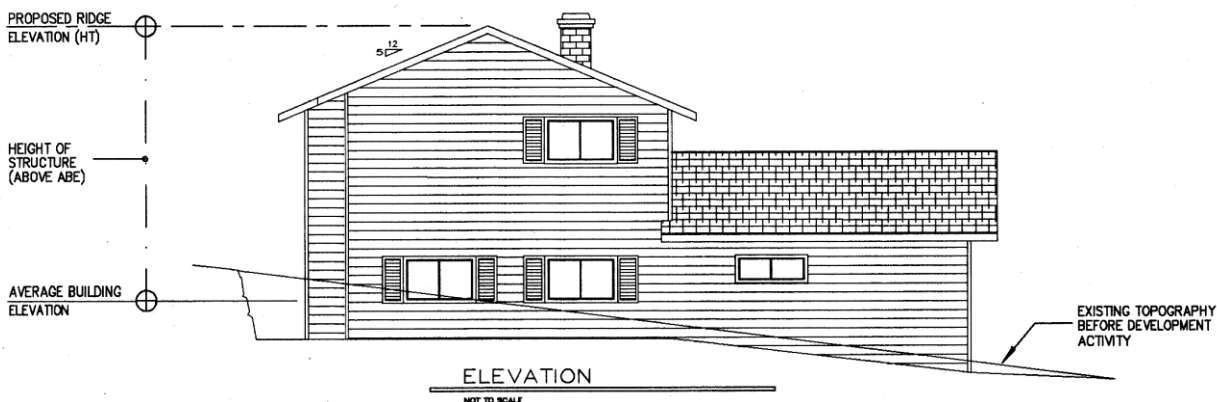
$$\frac{(105.6)(47) + (102.5)(40) + (101.9)(47) + (105.2)(40)}{47 + 40 + 47 + 40} = \frac{18,060.5}{174} = 103.80 \text{ ABE}$$

\*Rectangle shall not include those items allowed to extend into required yards through KZC 115.115(3)(d).

**BEFORE SUBMITTING YOUR CONSTRUCTION DRAWINGS, CHECK TO SEE THAT YOU HAVE PROVIDED THE INFORMATION BELOW. CALL THE PLANNING DEPARTMENT TO FIND THE MAXIMUM HEIGHT ABOVE ABE FOR YOUR ZONING DISTRICT.**

- The site plan and the elevation drawings must be drawn to scale, for example 1"=20'.
- Clearly show existing topography on your site plan. Topography should be shown in 2' (min.) increments.
- Submit (with the site plan) your average building elevation calculations using the formula provided on the front side of this page.
- Indicate on an elevation drawing where the average building elevation strikes the building and show the proposed ridge elevation (see below for example).
- Indicate on the **site plan** the elevation of the finished floor or garage slab.
- Indicate the **elevation** and **location** of a **fixed point (benchmark)** within the ADJACENT RIGHT-OF-WAY or other point approved by the Planning Department. The benchmark elevation and location **must** be provided and cannot be a part of the proposed structure. Note: Benchmark must be established, verified and remain during construction so height can be verified when completed.
- Include portions of the structure that are covered by roof in the ABE calculation even if they do not have walls. Cantilevered portions enclosing interior space must be included in the ABE calculation.
- Sections of the structure that are below the existing grade and do not have a wall that extends above the existing grade, are not used in the ABE calculation. Building wall segments more than 4' in height above finished grade and enclosing interior space are included in the ABE calculation.
- For additions, you must provide an average building elevation calculation for the entire structure.
- Vents & chimneys may exceed the maximum height (for detached dwelling units)

**CROSS-SECTION REPRESENTATION OF ABE**





## DEMOLITION REQUIREMENT CHECKLIST

For information on recycling construction, demolition and land clearing (CDL) debris, please see <http://www.metrokc.gov/dnrp/swd/facilities/cdl-stations.asp>

### To include the demolition work with your Building project:

1. **Submit your application, this completed checklist, and signed Rodent Abatement declaration.**
2. **Submit 4 Demo Site plans** showing structures to be **demolished**, **significant trees** to be retained, or proposed to be removed. **Show location, type, diameter and drip line of all trees.**
3. **Submit the applicable Tree plan.** Call the Planning Department for the ordinance and to find the appropriate Tree Plan for your intended project at 425-587-3225.
4. **Construction projects which involve demolition or land surface modification activities shall complete a rodent baiting program** prior to demolition/modification/construction (Pursuant to Kirkland Municipal Ordinance 9.04.040). Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. All applicants for a demolition or a land surface modification permit and those persons undertaking a land clearing project shall initiate a rat baiting program on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

### The following items must be completed prior to issuance of a combo Building/Demolition permit:

- ☐ We must receive a Rodent abatement letter from the abatement company and the signed declaration from the applicant that the requirements of KMC Chapter 9.04 have been complied with prior to issuance. Attached are copies of the Rodent Abatement declaration and the ordinance, and a list of licensed rodent abatement companies.

### ☐ **WATER METER DISCONNECT PROCEDURE (FOR SINGLE FAMILY INFILL PROJECTS ONLY – REPLACING LIKE FOR LIKE)** **MAINTAINS WATER SERVICE AT YOUR PROJECT SITE: (NO SUBDIVISIONS)**

1. The customer's service line will be disconnected from the customer side of the water meter. The meter will remain in the meter box, account will remain active, and the customer will be billed only for water.
2. Sewer billing will start after the Rough Plumbing inspection for the new house.
3. Call Utility Billing at 425-587-3150 to arrange for the service to be disconnected and the account to be designated for Construction use only.
4. The customer must take a copy of the Disconnect Service Request to the Building Department in order to be issued a Demolition Permit.

### ☐ **WATER METER REMOVAL (FOR ALL OTHER SINGLE FAMILY PROJECT TYPES):**

The customer will request to have the water meter removed permanently. The account will be closed.

1. When the meter is removed and water is needed during construction, the contractor will need to arrange for a water truck; or arrange with the City to use water from a hydrant (requires a hydrant meter and a nearby hydrant), or arrange to have permanent water service installed (by the utility contractor). Once the permanent water service is installed, the meter can be installed and the account will be activated. Only water will be charged until the rough plumbing inspection is complete.
2. To have the meter pulled, call Utility Billing at (425) 587-3150 to arrange for the meter to be removed and to get an estimated final utility billing. You will be required to show your receipt of payment to the Building Department when you pick up your demolition permit.

- ☐ Water is required for asbestos removal. It is recommended that asbestos be removed prior to water service being discontinued. If it is not, you will be required to install a hydrant meter. A \$450 deposit is required for a hydrant meter. You will be charged for water usage, plus a minimum \$5.00 monthly fee. Contact Public Works at (425) 587-3800 for further information.

☐ **You must contact the Puget Sound Clean Air Organization regarding Asbestos requirements.**

For full details and to obtain asbestos forms, instructions and regulations go online to:

Contractors: <http://www.pscleanair.org/asbestos/asbe-cont-info.shtml>

Homeowners: <http://www.pscleanair.org/asbestos/asbe-home-form.shtml>

or to ask other questions, by phone 1-800-552-3565. Failure to comply with asbestos requirements may result in penalties.

- ☐ After your permit is issued, but before the building is demolished, the owner must cap the side sewer. If this is not done, the full sewer capital facility charge will be required. Please call the Public Works Department at (425) 587-3805 prior to 6:00 am for a same day inspection. If the building being demolished is on a septic system, you must either retire or remove the septic tank.
- ☐ **Tree fencing must be installed and Planning Department inspection must be completed and signed off in the City's permit-tracking system prior to issuance of the Demolition permit.** Call 425-587-3225, give your demolition application number and site address to arrange for this inspection. Please allow **2 days** for the inspection to be done and signed off in the computer system.
- ☐ Check with the Planning Department 425-587-3225 to determine if the subject property is in an environmentally sensitive area. An environmental review and submittal of an Environmental Checklist may be required which will extend the time period before a demolition permit can be issued. The Planning Department can provide information on review fees and an estimated time frame for this environmental review.



## **CITY OF KIRKLAND**

123 FIFTH AVENUE □ KIRKLAND, WASHINGTON 98033-6189 □ (425) 587-3800

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### **DEPARTMENT OF PUBLIC WORKS PRE-APPROVED PLANS POLICY**

#### **Policy L-1: FEASIBILITY OF STORMWATER LOW IMPACT DEVELOPMENT (LID)**

Applicants for projects meeting the threshold for drainage review (except Small Project Type I) must evaluate the feasibility and applicability of full dispersion and full infiltration. If full dispersion and full infiltration is not feasible, the applicant must still implement one or more stormwater LID best management practices (BMP) for a portion of the site.

The Stormwater LID Feasibility Evaluation Worksheets that accompany this policy are intended to be used by the applicant to aid in the feasibility determination. Some factors that can determine feasibility are: physical limitations of the site, engineering limitations, and financial costs. Applicants should submit the Stormwater LID Feasibility Evaluation Worksheets, along with other documentation (if applicable), with the permit application. Applicants should consult the 2009 King County Surface Water Design Manual (KCSWDM), section 5.2.1, for specific criteria of the evaluation process.

City policy is to require the installation of stormwater LID to the maximum extent feasible. The City also acknowledges that stormwater LID may not work on every site. If the evaluation indicates standard LID options listed in the worksheets may not be feasible, please contact City surface water staff at (425) 587-3800 to discuss site specifics. City staff may be able to assist applicants with other LID options.

Regardless of stormwater LID feasibility, the applicant must meet all flow control and water quality treatment requirements applicable to the project. LID BMPs can be counted towards those requirements. All stormwater LID BMPs must be designed and installed according to the 2009 KCSWDM, COK Addendum, and the PW Pre-Approved Plans.



**Stormwater Low Impact Development (LID)  
Feasibility Evaluation Worksheet  
For Small Project Type II<sup>1</sup> & Targeted<sup>2</sup> Projects**

The purpose of this form is to assist the applicant evaluate the feasibility of stormwater LID. This form should be submitted along with the permit application.

<b>Date:</b>			
<b>Project Name:</b>			
<b>Project Address:</b>			
<b>Parcel Number(s):</b>			
<b>Applicant/Design Engineer Firm and Name:</b>			
<b>Project Use:</b>	SFR <input type="checkbox"/>	MF <input type="checkbox"/>	COM <input type="checkbox"/> COM/IND <input type="checkbox"/>
<b>Type of Drainage Review:</b>	Small Project Type II <input type="checkbox"/>		Targeted <input type="checkbox"/>
<b>Site Area (sq. ft.):</b>	<b>Roof Area (sq. ft.):</b>		

1. Applicants are required to evaluate the feasibility and applicability of **full dispersion** for the entire roof area or an area of equivalent size on a project.

Feasibility items to consider for Dispersion	Yes	No
Does the site contain open space available for dispersion? (100ft flowpath)		
The site does not contain steep slopes, and is not located adjacent to a steep slope? (15% or greater)		
The site does not contain sensitive areas, and is not located adjacent to a sensitive area? (stream, wetland, or lake)		
Is dispersion not likely to cause or aggravate potential flooding or erosion problems to neighboring properties?		

Comments \_\_\_\_\_  
\_\_\_\_\_

Is **full dispersion** of entire roof area (or an equivalent area) feasible? Yes ☐ No ☐

2. If dispersion is not feasible, applicants are required to evaluate the feasibility and applicability of **full infiltration** for the entire roof area or an area of equivalent size on a project.

Feasibility items to consider for Infiltration	Yes	No
Has a soil report/evaluation been prepared for the site?		
If so, does the soil report/evaluation indicate soil favorable for infiltration? (Type A or B)		
Does the UW soils map information indicate soil favorable for infiltration? Use the website below if a soil report or evaluation has not been prepared. <a href="http://geomapnw.ess.washington.edu/index.php?toc=maintoc&amp;body=services/geodata/geodata.htm">http://geomapnw.ess.washington.edu/index.php?toc=maintoc&amp;body=services/geodata/geodata.htm</a>		
The site does not contain steep slopes, and is not located adjacent to a steep slope? (15% or greater)		
The site does not contain sensitive areas, and is not located adjacent to a sensitive area? (stream, wetland, or lake)		
Is infiltration not likely to cause or aggravate potential flooding problems to neighboring properties?		

Comments \_\_\_\_\_

Is **full infiltration** of entire roof area (or equivalent area) feasible? Yes ☐ No ☐

3. Are there factors other than site constraints that would make full dispersion or infiltration not feasible for this site (like engineering limitations or financial costs)? Yes ☐ No ☐  
If yes, provide explanation \_\_\_\_\_

4. If both full dispersion and full infiltration is not feasible, then **one or more of the BMPs listed below must be applied** for an area equal to 10% of this project site for sites up to 11,000ft<sup>2</sup>, and 20% for sites between 11,000ft<sup>2</sup> and 22,000ft<sup>2</sup>. Select which LID BMP option is proposed for this project (listed in order of preference):

- ☐ Limited Infiltration (Appendix C, section C.2.3)
- ☐ Basic Dispersion (Appendix C, section C.2.4)
- ☐ Rain Garden (Appendix C, section C.2.5)
- ☐ Permeable Pavement (Appendix C, section C.2.6)
- ☐ Rainwater Harvesting (Appendix C, section C.2.7)
- ☐ Vegetated Roof (Appendix C, section C.2.8)
- ☐ Reduced Impervious Surface Credit (Appendix C, section C.2.9)  
The reduction in impervious surface area below maximum lot coverage must be assured through covenant and/or alternative design of impervious surface area. Reduction techniques include: restricted footprint, wheel strip driveways, minimum disturbance foundation, and open grid decking over pervious surface. See specific criteria in section C.2.9.
- ☐ Native Growth Retention Credit (Appendix C, section C.2.10)  
Credit for preserving native growth at the rate of 1 sq ft impervious requires 3.5 sq ft of native vegetated surface.



**Stormwater Low Impact Development (LID)  
Feasibility Evaluation Worksheet  
Full Project Review**

The purpose of this form is to assist the applicant evaluate the feasibility of stormwater LID. This form should be submitted along with the permit application. The need for minimum flow control and water quality treatment measures still applies to the project, regardless of LID feasibility.

<b>Date:</b>	
<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Parcel Number(s):</b>	
<b>Applicant/Design Engineer Firm and Name:</b>	
<b>Project Use:</b> SFR <input type="checkbox"/> MF <input type="checkbox"/> COM <input type="checkbox"/> COM/IND <input type="checkbox"/>	
<b>Site Area (sq. ft.):</b>	<b>Target Impervious Surface<sup>1</sup> Area (sq. ft.):</b>

1. Applicants are required to evaluate the feasibility and applicability of **full dispersion** for all target impervious surface area on a project.

Feasibility items to consider for Dispersion	Yes	No
Does the site contain open space available for dispersion? (100ft flowpath)		
The site does not contain steep slopes, and is not located adjacent to a steep slope? (15% or greater)		
The site does not contain sensitive areas, and is not located adjacent to a sensitive area? (stream, wetland, or lake)		
Is dispersion not likely to cause or aggravate potential flooding or erosion problems to neighboring properties?		

Comments \_\_\_\_\_

\_\_\_\_\_

Is **full dispersion** of all target impervious area feasible?      Yes ☐      No ☐

2. Are there factors other than site constraints that would make full dispersion or infiltration not feasible for this site (like engineering limitations or financial costs)? Yes ☐ No ☐

If yes, provide explanation \_\_\_\_\_

3. For that portion of the target impervious surface where full dispersion is not feasible, then **one or more of the BMPs listed below must be applied** to a portion of the site's impervious surface area, based on the amount of impervious area on site:

- For projects with 45% to 65% impervious in the developed condition, apply at least 1 LID BMP to at least 20% of the site/lot area or 40% of the target impervious surface (whichever is less).
- For projects with more than 65% impervious in the developed condition, apply at least 1 LID BMP to at least 10% of the site/lot area or 20% of the target impervious surface (whichever is less).

Select which LID BMP option is proposed for this project (listed in order of preference):

- ☐ Full Infiltration (Section 5.4)
- ☐ Limited Infiltration (Appendix C, section C.2.3)
- ☐ Basic Dispersion (Appendix C, section C.2.4)
- ☐ Rain Garden (Appendix C, section C.2.5)
- ☐ Permeable Pavement (Appendix C, section C.2.6)
- ☐ Rainwater Harvesting (Appendix C, section C.2.7)
- ☐ Vegetated Roof (Appendix C, section C.2.8)
- ☐ Reduced Impervious Surface Credit (Appendix C, section C.2.9)  
The reduction in impervious surface area below maximum lot coverage must be assured through covenant and/or alternative design of impervious surface area. Reduction techniques include: restricted footprint, wheel strip driveways, minimum disturbance foundation, and open grid decking over pervious surface. See specific criteria in section C.2.9.
- ☐ Native Growth Retention Credit (Appendix C, section C.2.10)  
Credit for preserving native growth at the rate of 1 sq ft impervious requires 3.5 sq ft of native vegetated surface – in other words, for every 3.5 sq ft of native vegetation area preserved, 1 sq ft of target impervious surface may be credited as mitigated.